# Individual Deployment and Readiness Requirement Changes

Readiness XXI Conference
Kansas City, MO
March 18-20, 2008

# Timeline

- In October 2007, Ken Suiso and Simon Rosa presented a template to evaluate individual readiness requirements to the ENGLink team
- November 2007, all of the requirements were fleshed out between all the key stakeholders
- January 2008, In Progress Review (IPR) #1 was conducted with ENGLink and the key stakeholders
- February 2008, IPR #2/Final was conducted and the Readiness Reporting and PDS changes were promoted to ENGLink production
- POD was the only organization given visibility to the new report to serve as a “test bed”

# POD Readiness Reporting- Template

- POD provided the ENGLink team the following spreadsheet to use as a template for development:

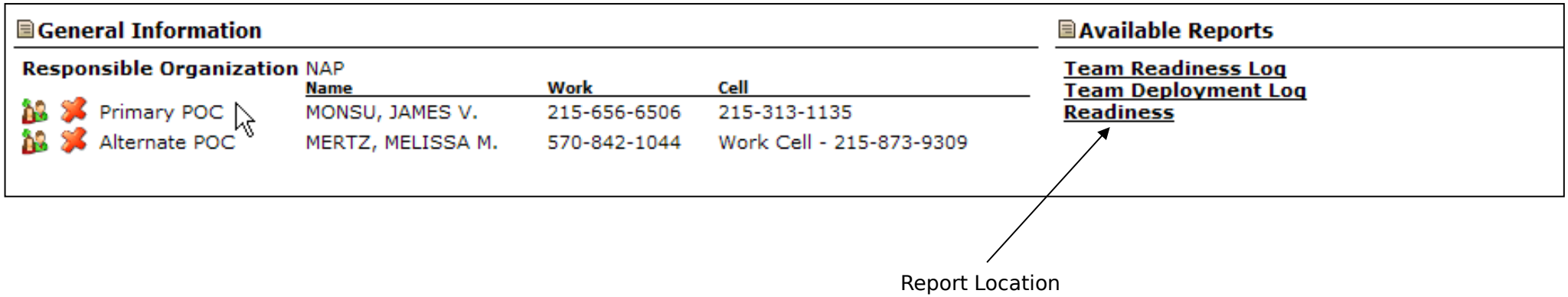
**DRAFT POD Readiness Reporting**

| Overall Team Status | | Individual Readiness | | | Individual Requirements | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| nfrastructure Assessmen | | | | | Medical | | | | | | | | | | | Training | | | Equipment issued as | | | Other | | | | | | | | | | | |
| | | | | | | | | | | Immunizations | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | CONUS | | OCONUS | | | | | | | | | | | | | | | | | | | | | | |
| Position | Name | CONUS Readiness | OCONUS Readiness | Military | Medical Screening Results (D, DFC, or DO for CONUS; D is required for OCONUS) | Military Medical Physical | Medical Screening EXPIRATION date | CONUS Immunizations: Hepatitis A, Tetanus/ Diphtheria, etc. | Tetanus-date for booster (10 yrs) | Hepititus A (2 doses) | Hepatitus B (3 doses) | Typhoid-date for booster (2 or 5 yrs) | Influenza (flu season) | Level 1& 2 training | FEST Training | Cold Weather Training | Cold Weather Gear | Military TA-50 | Personal Equipment Visibility shirt, hat, & jacket; steel toed boots, hard hat, | PDS updated | Signed Statement of Understanding | Driver's license | Government travel card | CAC not expiring within 60 days | Official Passport | Tourist Passport |
| Action officer 1 | | | | N/A | D | N/A | 9/21/08 | N | | | | | | Y | N/A | N/A | N/A | N/A | | Y | | 8/26/09 | Y | 6/1/09 | N | 2/22/2009 |
| Mission manager 1 | | | | N/A | D | N/A | 5/14/09 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | 8/15/11 | 4/30/08 | 7/4/09 | N | N |
| Mission Specialist 1 | | | | N/A | D | N/A | 5/7/09 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | 8/15/11 | 2/28/10 | 3/14/09 | 2/5/09 | 7/20/14 |
| Supervisory Inspection Team Leader 1 | | | | N/A | D | N/A | 5/16/09 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | 6/2/09 | Y | ? | ? | ? |
| Mission Data Manager 1 | | | | N/A | DO | N/A | 11/16/07 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | | 7/31/07 | ? | ? | ? |
| ATC-20 Instructor 1 | | | | N/A | D | N/A | 5/29/09 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | 11/16/08 | 11/30/09 | ? | Y-T | Y-T |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action officer 2 | | | | N/A | D | N/A | 6/8/09 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | | 10/30/09 | ? | ? | ? |
| Mission manager 2 | | | | N/A | D | N/A | 5/11/09 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | 8/18/11 | 10/30/09 | 5/17/09 | 2/1/16 | ? |
| Mission Specialist 2 | | | | N/A | DFC | N/A | 6/27/09 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | 4/18/11 | 3/31/07 | ? | ? | ? |
| Supervisory Inspection Team Leader 2 | | | | N/A | D | N/A | 5/23/09 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | | Y | ? | ? | ? |
| Mission Data Manager 2 | | | | N/A | D | N/A | 11/2/07 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | | 11/30/08 | ? | ? | ? |
| ATC-20 Instructor 2 | | | | N/A | D | N/A | 6/1/09 | | | | | | | Y | N/A | N/A | N/A | N/A | | | | | 5/31/08 | ? | ? | ? |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |

Page 1

# Individual Readiness Report- ENGLink

- The Individual Readiness report will be visible to the team POC's that have the Trusted EOC permission and HIPPA certification



# Individual Readiness Rollup and Detail- ENGLink

- In addition to the Readiness Report, a rollup and detail report have been created on the PRT team page  These reports are also only visible to the team POC with Trusted EOC and HIPPA certifications

**Individual Readiness Roll-up View**

| Team | PRT Position | Team Member | Readiness | Med Scrn Cert | Med Scrn On File | Code | Work | Home | Cell |
|---|---|---|---|---|---|---|---|---|---|
| Primary Team | **Debris Action Officer** * | Hidden for Privacy | | | | DO | 205-553-9373 | 205-556-6695 | 205-292-5844 |
| | **Debris Mission Manager** * | | | | | | 706-645-2937 | 706-321-1461 | 706-298-1532 |
| | **Resident Engineer** * | | | | | DO | 850-882-7024 | 850-244-3043 | 850-978--4359 |
| | **Resident Engineer** * | | | | | DO | 321-494-0641 | 321-269-5368 | 321-480-9838 |
| | **Contract Specialist** * | | | | | | (251) 441-5406 | (251) 633-9766 | (251) 391-0682 |

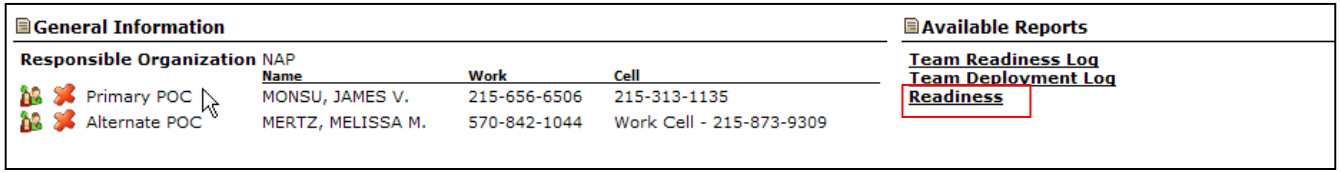
**Individual Readiness Detail View**

**PRT Readiness Detail**

| Readiness | Overall Status | Name | Result |
|---|---|---|---|
| **CONUS** | | | |
| | | Medical Screening | |
| | | Medical Expiration Date | |
| | | Tetanus | |
| | | Hepatitis A | |
| | | Level 1 & 2 Training | |
| | | Visibility | |
| | | PDS Updated | |
| | | Signed Statement of Understanding | |
| | | Driver License | |
| | | Government Travel Card | |
| | | CAC | |

# Individual Readiness Report

- The Readiness report will display when the “Readiness” link is clicked from the PRT Main Page

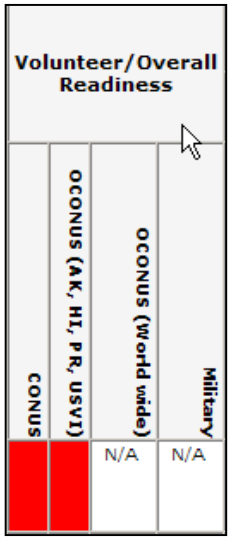



SAM Readiness Report | Print View | Position Print View | Export to Excel | Readiness Criteria

| Overall Team Status | | Volunteer/Overall Readiness | | | | Individual Requirements | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Team Name | | Medical | | | | | | | | | | | | | | | Training | | | Equipment Issued as Required | | | Other | | | | | | | | | | | | |
| | | | | | | | | | Immunizations | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | CONUS | | | | OCONUS | | | | | | | | | | | | | | | | | | | | | | |
| Position | Name | CONUS | OCONUS (AK, HI, PR, USVI) | OCONUS (World wide) | Military | Medical Screening Results (D, DFC, or DO for CONUS; D is required for OCONUS) | Military Medical Physical (1 yr) | Medical Screening EXPIRATION date | Tetanus-date for booster (10 yrs) | Hepititus A (2 doses) | Hepatitus B (3 doses) | Typhoid-date for booster (2 or 5 yrs) | Influenza (flu 1yr) | Level 1& 2 training | FEST Training | Cold Weather Training | Cold Weather Gear | Military TA-50 | Personal Equipment Visibility Shirt, Hat, and Jacket | PDS Updated | Signed Statement of Understanding (1 yr) | Driver License | Government Travel Card | Common Access Card (CAC) | Official Passport (red) | Tourist Passport (blue) |
| Debris Action Officer * | Hidden For Privacy | | | N/A | N/A | DO | N/A | Jun-09 | Tet/Dip- (Aug-16) | Hep A- Dose 1- (Aug-06) | | | | | | | | | | Y | | Jun-08 | Oct-09 | | | |
| Debris Mission Manager * | | | | N/A | N/A | | N/A | | | Hep A- Dose 1- (Sep-05) | | | | | | | | | | Y | | Sep-11 | Jun-08 | | | |
| Resident Engineer * | | | | N/A | N/A | DO | N/A | Jun-09 | Tet/Dip- (Sep-15) | Hep A- Dose 1- (Sep-05) | | | | | | | | | | Y | | | Feb-07 | | | |
| Resident Engineer * | | | | N/A | N/A | DO | N/A | Jun-08 | Tet/Dip- (Sep-16) | Hep A- Dose 1- (Sep-06)<br>Hep A- Dose 2- (Jun-07) | | | | | | | | | | Y | | Jul-10 | May-07 | | | |

**Input Fields**: Y= Green, N= Red, Some requirements have been met= Amber
**Date Fields**: -More than 60 days from Expiration: Green, Within 60 days of Expiration: Amber, Expired or not completed: Red

# Individual Readiness Report- Volunteer/Overall Readiness

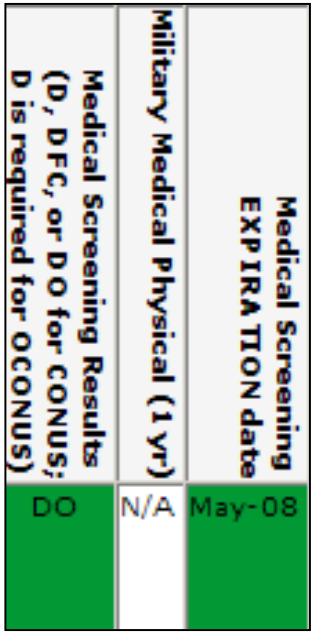



- The Readiness report calculates the individual's readiness based upon their volunteer selections from their PDS. The volunteer location options are:
  - CONUS
  - OCONUS (Alaska, Hawaii, Puerto Rico, Guam)
  - OCONUS (Alaska, Hawaii, Puerto Rico, Guam) + CONUS
  - OCONUS (worldwide)
  - Military (Event Type)
- The individual's "Readiness" will be calculated based upon the readiness requirements for each location

**Deployment Type Criteria**
**Complete the sections below denoting the conditions for which you would like to deploy.**

| | | | |
|---|---|---|---|
| **Event Type:** | (•) Hurricane, Flooding, Earthquakes etc.<br>( ) Reconstruction in Iraq, Kuwait, etc. (Military)<br>( ) All of the above | **Length of Time:** | (•) 30 Days<br>( ) 60 Days<br>( ) 90 Days<br>( ) 120 Days<br>( ) More than 120 Days |
| **Location:** | (•) CONUS<br>( ) OCONUS (AK, HI, PR, USVI)<br>( ) OCONUS (AK, HI, PR, USVI) + CONUS<br>( ) OCONUS (Worldwide) | | |

# Individual Readiness Report- Medical Screening

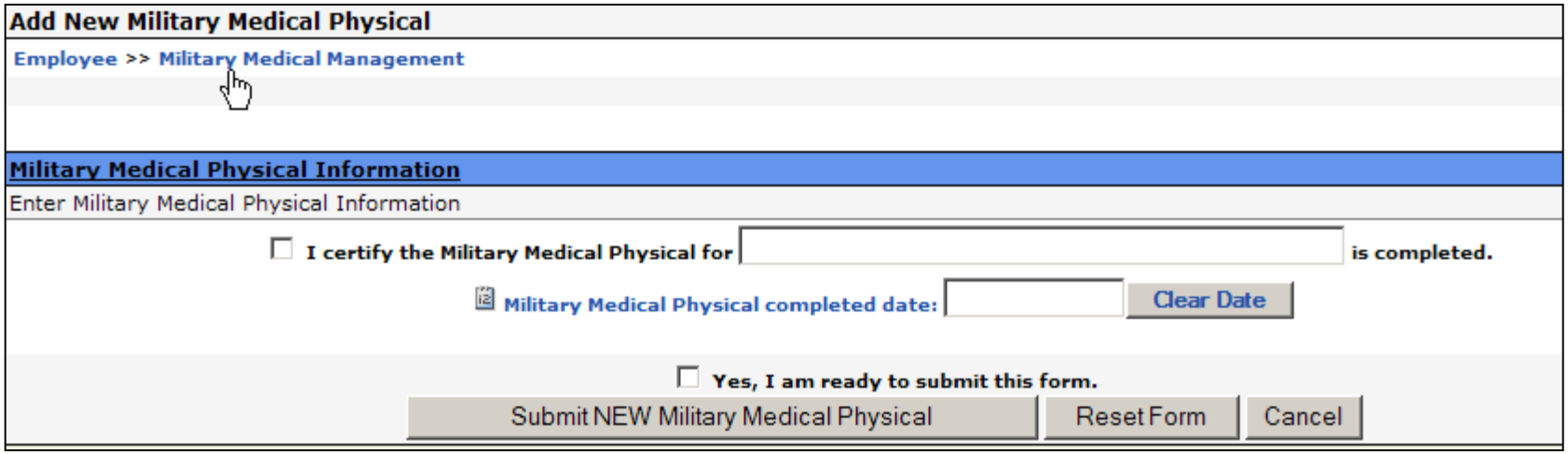


| Medical Screening Results (D, DFC, or DO for CONUS; D is required for OCONUS) | Military Medical Physical (1 yr) | Medical Screening EXPIRATION date |
|---|---|---|
| DO | N/A | May-08 |

- Medical Screening is a critical part of a individual's overall readiness
- Medical Screening must be done via ENGLink's Medical Screening process
- Clearance Code Requirements
  - CONUS: You must have a clearance code of *D (Deployable)* or *DO (Deployable Office Only)*
  - OCONUS:  You must have a clearance code of *D (Deployable)*
  - **Any other clearance code will be considered Red**
- Medical Screening Expiration Date Requirements:
  - More than 60 days from Expiration: Green
  - Within 60 days of Expiration: Amber
  - Expired or not completed: Red
- Report only shows Month-Year for all expiration dates

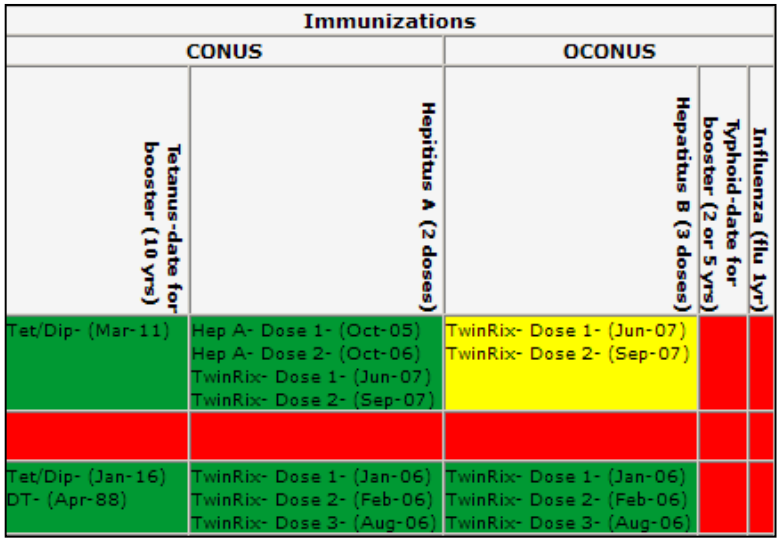
# Individual Readiness Report- Military Medical Physical

- Military Medical Physicals are handled differently than the Civil Medical Screening process
- Military Physical information is populated in the PDS by users assigned the “Medical_Military” role (Primarily TAC)
- Military Medicals are current for one year from the date received
- Military Medical Physical will display “N/A” if the user has not volunteered for Military deployments


Add New Military Medical Physical
Employee >> Military Medical Management
Military Medical Physical Information
Enter Military Medical Physical Information
I certify the Military Medical Physical for
is completed.
Military Medical Physical completed date:
Clear Date
Yes, I am ready to submit this form.
Submit NEW Military Medical Physical
Reset Form
Cancel

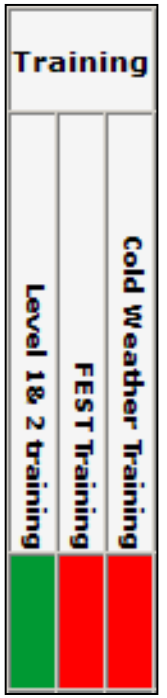
# Individual Readiness Report- Immunizations

- Immunizations are tracked within the “Immunizations” portion of the employee’s PDS
- Only the key/standard immunizations are tracked on the Readiness report. Other immunizations may be required depending on where you are being deployed
- For deployment <u>CONUS and OCONUS (US Territories)</u>, the following immunizations are required for a green status:
  - Any kind of Tetanus (Td, Tet/Dip, Tdap, DT, TT, TetTox, or Tetanus) **10 year expiration*
  - Hepatitis A (2 shots) OR TwinRix (Hep A&B Combo) (3 shots) **No expiration*
- For deployment OCONUS (worldwide) and Military, the following immunizations are required for a green status
  - All CONUS required immunizations (Tetanus and Hepatitis A)
  - Hepatitis B OR TwinRix (Hep A&B combo) **No expiration*
  - Typhoid (Oral or Injection) **3 or 5 year expiration depending on type*
  - Influenza (Flu shot) **1 year expiration*



| Immunizations | | | | |
|---|---|---|---|---|
| CONUS | | OCONUS | | |
| Tetanus-date for booster (10 yrs) | Hepititus A (2 doses) | Hepatitus B (3 doses) | Typhoid-date for booster (2 or 5 yrs) | Influenza (flu 1yr) |
| Tet/Dip- (Mar-11) | Hep A- Dose 1- (Oct-05)<br>Hep A- Dose 2- (Oct-06)<br>TwinRix- Dose 1- (Jun-07)<br>TwinRix- Dose 2- (Sep-07) | TwinRix- Dose 1- (Jun-07)<br>TwinRix- Dose 2- (Sep-07) | | |
| | | | | |
| Tet/Dip- (Jan-16)<br>DT- (Apr-88) | TwinRix- Dose 1- (Jan-06)<br>TwinRix- Dose 2- (Feb-06)<br>TwinRix- Dose 3- (Aug-06) | TwinRix- Dose 1- (Jan-06)<br>TwinRix- Dose 2- (Feb-06)<br>TwinRix- Dose 3- (Aug-06) | | |

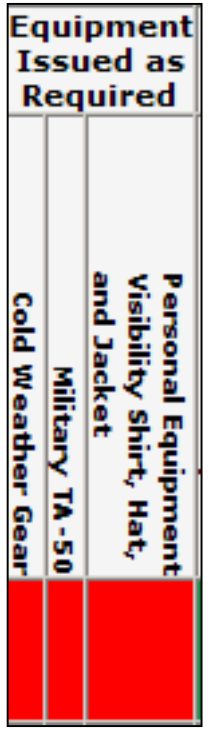
# Individual Readiness- Training

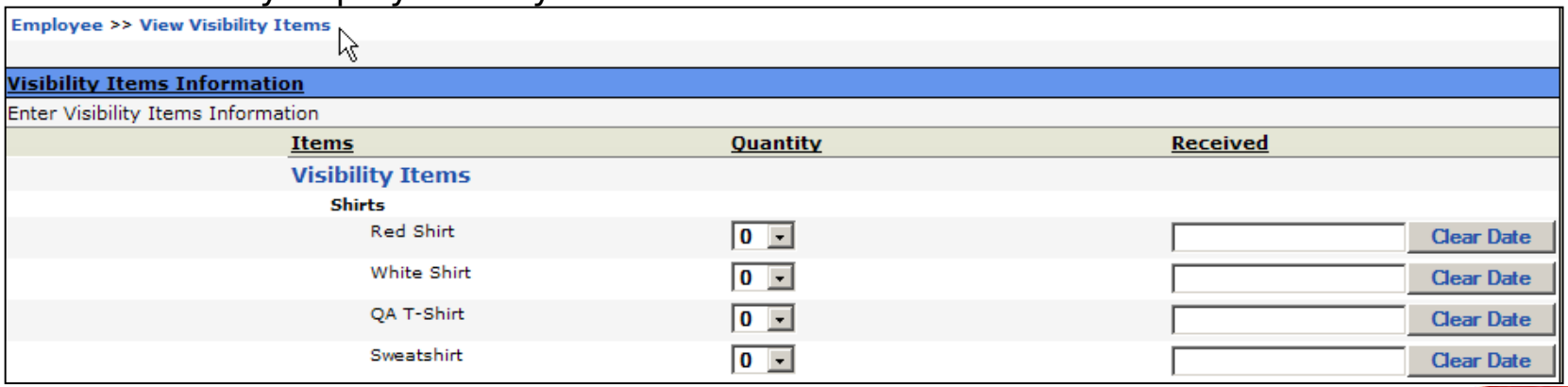



- Three types of training are tracked on the Readiness report:
  - Level 1 & 2
  - FEST
  - Cold Weather Training
- For CONUS and OCONUS deployments, team members must have completed Level 1&2 training for their PRT type. This information is managed by the Readiness Support Center
- FEST Training is required for users who have volunteered for Military deployments
- Cold Weather training is an **optional** training course and does not affect individual readiness

# Individual Readiness- Visibility Items

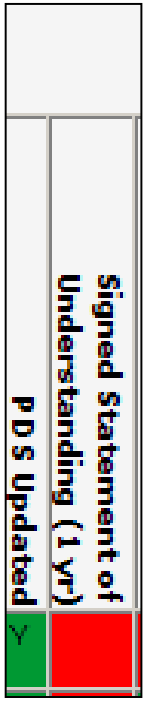
- One of the more significant changes to ENGLink is the management of personal equipment and clothing
- All equipment on the Readiness report can be managed by the employee on his/her PDS
- Cold Weather Gear is **optional** and does not affect overall readiness
- Visibility Items are a new link on the top of the employees PDS
- For CONUS and OCONUS deployments you must have a minimum of 1 red or white shirt, hat and jacket
- For Military deployments you must have a minimum of 1 red or white shirt and



# Individual Readiness- SOU/PDS Updated

- PDS updated; checks if key fields of the employee's PDS are populated:
  - Full name, including Middle Initial
    Date of Birth
    Email Address (primary)
    Work phone number
    Immediate supervisor selected
    Emergency Contact Name + Phone Number
- Signed Statement of Understanding (SOU) is a new feature within the employee's PDS
- Only Trusted EOC's have the ability to certify that an SOU is on file for employees within their organization
- "Signed Statement of Understanding" is a new link on the employee's PDS:
- The SOU is valid for 1 year




Signed Statement of Understanding

**Statement of Understanding Information**

Enter Statement of Understanding Information

I certify the Signed Statement of Understanding is signed and on file for Christine Borden.

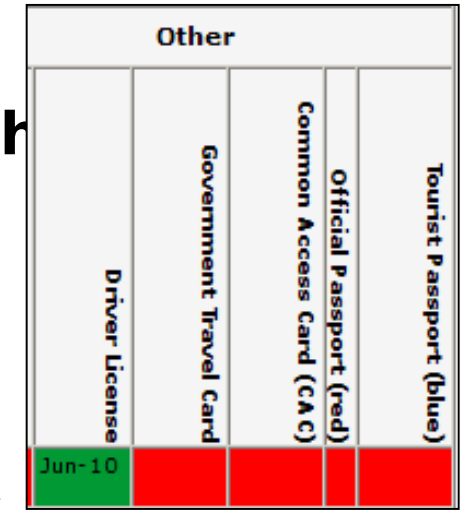
Date Signed: Clear Date

Yes, I am ready to submit this form.

Submit Statement of Understanding | Reset Form | Cancel

ENGLink INTERACTIVE

# Individual Readiness- ID's and Licenses (Oth




- Driver's License, Government Travel Card, CAC and Passport entries and expiration dates are all located on the PDS.
- All fields display the expiration date of the various ID's and Licenses.
  - If the expiration date is more than 60 days away the field will display GREEN
  - If the expiration date is within 60 days of expiring the field will display AMBER
  - If there is no value entered, or the entered value is expired, the field will display RED
- Tourist Passport is OPTIONAL and does not affect the individuals overall readiness
- All fields/expiration dates are required for OCONUS (worldwide) and Military deployments
- Only Driver's License, Government Issued Travel Card and CAC expiration dates are

| | | | |
|---|---|---|---|
| **Driver License:** | B23-883-9999 (Optional) | **State:** | VIRGINIA |
| **Expiration Date:** | 08-21-2019 (dd-mon-yyyy) | **Commercial Driver's License (CDL):** | No |

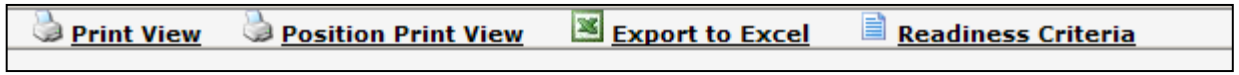
*Only Expiration Date is required for Drivers License

| | |
|---|---|
| **Government (Travel) Credit Card:** | YES |
| **Govt. Credit Card Expiration Date (MON-YYYY):** | |
| **CAC Expiration Date (DD-MON-YYYY):** | |

| **Passports** | | | |
|---|---|---|---|
| * **Type:** | Official | **Number:*** | |
| **Expiration Date:** | (dd-mon-yyyy) | | |

# Individual Readiness- Reports

- On the top of the report there are four additional links:




- Print View displays read-only and printable view of the entire report (including names)
  - This report contains medical and other private information. Printing this report for non-HIPAA certified individuals is a violation of the Privacy Act
- Position Print View displays the Readiness report WITHOUT individual's names.
- Export to Excel will export the report to Excel
- The Legend is located within the Readiness Criteria link
  - The Readiness Criteria will display a pop-up that can be printed for your reference

# Individual Readiness- Conclusion

- The goal of this report is to provide a quick view to the overall readiness of all PRT members
- The information in this report does not prevent or preclude you from being selected on a tasker
- POD is acting as the “test bed” for this report, therefore, it is only visible to that organization
  - Following the Readiness XXI conference, this report will be opened up to all organizations

Questions?